

**COMMITTEE ON GOVERNMENT REFORM**  
**SUBCOMMITTEE ON TECHNOLOGY, INFORMATION POLICY,**  
**INTERGOVERNMENTAL RELATIONS AND THE CENSUS**  
**CONGRESSMAN ADAM PUTNAM, CHAIRMAN**



**MEDIA ADVISORY**

**For Immediate Release**  
**July 7, 2003**

**Contact: Bob Dix**  
**(202) 225-6751**

**Wiring our National Archives**  
***Federal Electronic Records Management Review***

**What: Subcommittee on Technology, Information Policy, Intergovernmental Relations and the Census Oversight Hearing: “*Federal Electronic Records Management: What is the Plan? What is our Progress?*”**

**When: Tuesday, July 8, 2003, 10:00 a.m.**

**Where: Room 2154, Rayburn House Office Building**

**Background:**

The E-Government Act of 2002 has accelerated the move towards electronic government. As a result, agencies are generating more and more electronic records. This has made the task of electronic records management a high priority. The National Archives and Records Administration (NARA) is the managing partner of the Electronic Records Management Initiative (ERM), created by the E-Government Act. ERM will provide agencies with the tools they need to manage their records in electronic form. While NARA has this oversight responsibility it is incumbent upon the agencies themselves to implement an electronic records management strategy.

**It is imperative that Federal agency records are properly managed. These records are ultimately the people’s records and their tax dollars at work.**

The importance of records management goes to the ability of Federal agencies to function properly. Without a strategy, important records can be misplaced, or even lost. This not only hinders day-to-day efforts of operation, but also has significant ramifications on the

national archival process. The challenge of record management has become compounded by the fact that an increasing number of records are generated electronically rather than on paper.

Currently, many agencies are not submitting their record schedules to NARA. So it is likely that these agencies are simply accumulating all these records, or could even be misplacing or losing records, or destroying records. This can impede the ability of agencies to complete necessary daily functions as well as resulting in the loss of historically valuable or legally required documents.

From the agency point of view, as well as NARA's in providing guidance, the challenges presented as society has moved from a primarily paper based office to an electronic one are complex.

The Subcommittee recognizes the enormity of the task of Federal agency record management. The purpose of this hearing is to review the progress Federal agencies are making in developing and executing an electronic records management strategy.

**Panel One Witnesses:**

**Hon. John W. Carlin**, Archivist of the United States, National Archives and Records Administration (NARA);

**L. Reynolds Cahoon**, Chief Information Officer, NARA;

**Harriet Riofrio**, eRecords Management Policy and Program Lead, U.S. Department of Defense; and

**Linda Koontz**, Director, Information Management Issues, U.S. General Accounting Office.

**Panel Two Witnesses:**

**Timothy Sprehe**, President, Sprehe Information Management Associates;

**Robert F. Nawrocki CRM**, Director Records Management and Imaging Services Division, Library of Virginia;

**Caryn Wojcik**, State Government Records Management, Michigan; and

**Dr. Richard Lysakowski**, Director, Collaborative Electronic Notebook Systems Association (CENSA).

###